

**STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER**  
**External Job Order Detail**

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**Department:** DEPARTMENT OF LABOR & INDUSTRY

**Division:** Workforce Services

**Bureau:** Administration

**Date Posted:** 03/18/2008

**Job Category:** Office and Administrative Support

**Position  
Number:** 66201483

**Position Title:** ADMINISTRATIVE ASSISTANT

**Bargaining  
Unit:** 038

**Union:** MPEA

**Location:** HELENA

**Job Status:** Full Time Permanent

**Salary:** \$19,736.00 to \$24,670.00

**Salary Unit:** Year

**Additional** Applicants' qualifications will be assessed based on minimum  
**Salary Info:** qualifications and in accordance with Pay Plan Rules. Successful  
applicant's pay will be set using the above salary range based on  
qualifications.

**Shift:** Daytime

**Band or Grade:** 3

**Closing Date:** 03/28/2008

**Supplement  
Required:** Yes

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**Applications must be received by 5:00pm on the closing date.**

**Apply to your Local Montana Job Service Center**

**- OR -**

**State Agency:**

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

**Phone:** (406)444-4535

**Fax:** 444-3685

**TTY:** 444-0532

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**Special Information:**

For further information about DLI agency and job application materials see: <http://dli.mt.gov/jobopenings/>. Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies). The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

**Duties:**

Serves as the primary technical and administrative support position to the Administrator of the Workforce Services Division, the Bureau Chiefs of the four bureaus, as well as support to the 300+ division staff. Provides concise and clear communications to Division staff on a wide array of policies, procedures and requirements related to operations of the Division. Composes and prepares written correspondence. Provides liaison between the Division Administrator, Bureau Chiefs, staff, state and federal agencies, Regional Office and the public. Assists management staff in the Leadership Support Center and Job Service Workforce Local Office Managers by acting as a clearing house for information. Develops and updates a time distribution report on a bi-weekly basis that tracks staff time spent working on various programs administered by Workforce Services Division to be allocated to over sixteen program funding sources. Performs administrative support duties associated with the Alien Labor Certification Program. This position uses a personal computer in daily work assignments. Performs other duties as assigned.

**Competencies:**

Knowledge of office and management practices. Ability to acquire knowledge, within a reasonable period of time on the job, of Workforce Services program requirements and the policies, rules, laws, and procedures associated with the work of the Division. The successful applicant must have skill in the operation of a personal computer including word processing and spreadsheet software. Ability to manage multiple tasks from a variety of supervisors; coordinate activities with a host of other employees, agencies and the public; analyze and evaluate data; write clear, concise, accurate reports; deal with administrative detail. To succeed in this position the successful applicant must show a commitment to the public; be reliable and dependable; show initiative; prioritize work,

multi task and balance multiple projects; be accurate in work assignments with attention to detail; value quality, be cooperative and action orientated. The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

**Education/Experience:**

Education and experience equivalent to one year of college coursework in business or a related field and two years of various public contact experience, such as interviewing individuals to gather pertinent information and evaluating it for a variety of considerations; dispensing information about the correct interpretation of rules and regulations; collecting information, checking it for accuracy, consistency and relating it to interested parties. A typing test at 30 WPM net is required. Knowledge and experience with personal computers and various software applications is required. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

**Application materials required initially for this position include the following:**

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are: 1. Signed and completed State of Montana Employment Applications (PD 25). 2. Applicants claiming the Veterans' or Persons with Disability Employment Preferences (PD-25A) must provide verification of eligibility with the application materials. 3. Completed Application Supplement. 4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes. 5. Job Service Typing certification at 30 WPM (net).

\*Application materials can be obtained from any Job Service office or downloaded from <http://mt.gov>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures are acceptable. \*\*Selection will be based on the following: Qualifications = 30% Capabilities = 60% Seniority = 10%

**Supplemental Questions:**

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart

from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please limit your response to three typewritten pages.

1. This position is required to promote positive relations with many groups, including but not limited to Central Office staff, bureaus, the public, external organizations, legislators and councils. Sometimes, those groups will be competing for your time and ask you to assist with projects or their interests that may be adverse or competitive with other goals or objectives. It is necessary that the person in this job be able to be honest, straightforward, diplomatic and tactful when working in this capacity. Please keep in mind the Departments Cores Values of customer focus, individual growth, individual responsibility, ethics in the work place, and continuous improvement when answering the following question:

Please describe, in detail, your successful experience in working with competing interests such as internal work teams or public customers.